

## Sample Letter from agency head to employees:

(Always check with your agency head before sending anything in his/her name. Please edit as appropriate to highlight events taking place at your agency.)

Dear (Insert Agency Name) Employee:

Many of us as state employees have made a commitment to serve through a career in public service. I now encourage you to learn how you can further benefit your community by making a gift to a charity or cause you believe in.

Starting October 1st, you can participate in the Minnesota State Combined Charities Campaign by pledging online to make a gift to the charity of your choice through the convenience of payroll deduction.

Please visit <https://mn.gov/mmb/combined-charities/charities/> to learn about the charity federations, their affiliated partners, and how your donations can make a difference in our community.

You may pledge to nonprofit organizations that work in areas such as hunger, access to healthcare, poverty, higher education, the arts and many more. Note that some federations will allow you to designate to a specific non-profit 501(c)3 of your choice.

Pledging is done online on the State of Minnesota's self-service website, [www.state.mn.us/employee](http://www.state.mn.us/employee). Payroll deductions begin with your first paycheck in 2017. Please talk to (**agency coordinator name**) or visit <https://mn.gov/mmb/combined-charities/> for more information.

Even a pledge of \$1 or \$3 per pay period can make a difference in your community and provide another example of how "We Care. We Give."

Sincerely,

(Name)